

**Commonwealth Information Security Council  
Small Agency Committee Meeting  
August 18, 2008  
2:00-3:00  
CESC (Madison)**

**Small Agency Outreach Committee members attending:**

Rob Jenkins, DJJ

**Small Agency Outreach Committee members absent:**

Ron Necessary, DOA  
Goran Gustavsson, APA  
Bob Auton, DJJ  
Doug Mack, DMV  
Ross McDonald, DSS  
Aaron Mathes  
Jack Spooner, DOA

**Also Attending:**

Ed Miller, DOA  
Matt Teasdale, DOA  
Peggy Ward, VITA  
Cathie Brown, VITA  
Benny Ambler for Mauri Shaw, VITA

**Topic: Small Agency Assistance (Ed Miller, DOA, Matt Teasdale, DOA)**

- DOA Small Agency Program Assistance
  - Developed a Risk Ranking of Small Agencies spreadsheet.
  - Agencies with PCI requirements rated higher risk.
  - DOA checking APA SJR review (update) of small agencies.
  - DOA developing an MOU for services for small agencies. DOA Management currently reviewing.
  - No outstanding need from the Small Agency Committee at this time.
  - Needs may arise as DOA staff start meeting with the Small Agencies.
  - DOA Commissioner to issue introducing memo to Agency Heads of the Small Agencies.

**Commonwealth Information Security Council  
Small Agency Committee Meeting**

**July 21, 2008**

**2:00-3:00**

**CESC (Madison) (cont)**

**Topic: Survey of small agencies** (Rob Jenkins, DJJ)

Does DOA's Small Agency Outreach Program need anything from the Small Agency Committee at this time?

**Topic: Miscellaneous** (P Ward, VITA, R Jenkins, DJJ)

DJJ has sent its Security Policy working doc for an example to Ron Necessary, DOA for small agencies use.

Debbie Secor's Small Agency Council may be of some assistance to DOA's Small Agency Outreach Program.